



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 34TH SUPPORT GROUP  
UNIT #15333  
APO AP 96205-0177

REPLY TO  
ATTENTION OF:

EANC-SA-S

7 January 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 34th Support Group Safety Program Standing Operating Procedures (SOP)

1. **Purpose:** To establish policies, procedures, and guidelines for planning, organizing, and implementing the 34th Support Group Safety Program.
2. **Objective:** To support the overall mission of the command by reducing accidental manpower and material losses, thus permitting a more efficient and economical utilization of command resources, and to provide a safe and healthy environment for personnel to work and live.
3. **Applicability:** This SOP applies to all units, activities and personnel assigned, attached or Operational Control (OPCON) to the 34th Support Group.
4. **Responsibilities:**
  - a. The Commander, 34th Support Group is responsible for implementing the Army Safety Program in compliance with AR 385-10 with EUSA Supplement 1.
  - b. The Director of Community Activities (DCA), 34th Support Group will establish and implement the safety program for DCA activities and provide administrative support for the command safety program when needed.
  - c. The Director of S2/3, 34th Support Group will ensure that safety requirements are integrated in training plans and operational procedures.
  - d. The Director of Support Operation (DSO), 34th Support Group will:
    - (1) Provide logistical support for the command safety program.
    - (2) Establish and implement the installation driver training program.
    - (3) Ensure that a copy of Estimated Cost of Damage (ECOD) report on each vehicle involved in an accident is furnished to the Installation Safety Office when requested by the Installation Safety Manager.

EANC-SA-S

SUBJECT: 34th Support Group Safety Program Standing Operating Procedures (SOP)

e. The Director of Resource Management (DRM), 34th Support Group will provide funds and other resources within budget constraints to support the command safety program.

f. The Director of Public Works (DPW), 34th Support Group will:

(1) Ensure that construction/renovation project plans are reviewed by the Installation Safety Office to ensure that projects are accomplished in compliance with Army safety and Occupational Safety and Health Act (OSHA) standards.

(2) Ensure that accident prevention plans, Parts I and II are reviewed and approved IAW paragraph 01.A.07 and 01.A.09, Section I, EM 385-1-1, prior to each contractor's phase of work.

(3) Ensure safety related Facilities Engineering Work Requests are properly evaluated and assigned Risk Assessment Code (RAC) by the Installation Safety Office.

(4) Ensure that copy of DoD Fire Incident Report, DD Form 2324, is furnished to the Installation Safety Office.

g. The Provost Marshal Office (PMO), Area II, will:

(1) Develop local procedures for safe traffic control.

(2) Provide daily MP blotter entries and Military Police Reports on traffic accidents to the Installation Safety Office.

(3) Ensure that serious accidents occurring within Area II are promptly reported to the Command Center (CC) Seoul, Installation Commander and Installation Safety Office.

h. The Seoul Civilian Personnel Advisory Center (SCPAC) will ensure that a copy of the report for a job related injury or occupational illness, involving a DA civilian or a Korean National employee, processed IAW paragraph 5d or 5e below, is forwarded to the Installation Safety Office for information and validation.

i. The Safety and Occupational Health Manager, 34th Support Group will act as a principal advisor to the commander on all safety and occupational health matters. He is responsible for the administration of the safety program for the 34th Support Group and Area II. He will perform standard safety staff functions outlined in Para 5-2, AR 385-10, and additional installation safety functions.

EANC-SA-S

SUBJECT: 34th Support Group Safety Program Standing Operating Procedures (SOP)

j. Unit Commanders/Activity Chiefs will:

(1) Establish, implement and maintain an effective, aggressive and comprehensive unit/activity safety program.

(2) Appoint a safety officer, Noncommissioned Officer (NCO), Department of Army Civilian (DAC) or Korean National (KN) safety coordinator, in writing. Appointed unit/activity personnel will have at least six (6) months retainability within the organization at the time of appointment. A copy of appointment will be forwarded to the Installation Safety Office within ten (10) working days.

(3) Assure that newly appointed unit safety officer or NCO has received a safety program orientation from the Installation Safety Manager within two weeks of appointment.

(4) Assure that personnel observe established safety and occupational health rules and regulations, including the use of protective clothing and equipment provided.

(5) Promptly evaluate and take action, as required, to correct hazards reported by personnel or identified through accident investigations or safety surveys.

(6) Ensure that safety related Facilities Engineering Work Requests (FEWR) are routed through the Installation Safety Office for evaluation of the work requested and assignment of the Risk Assessment Code (RAC) prior to submitting to DPW.

k. The Unit/Activity Safety Officer will serve as the focal point of contact on all safety and occupational health matters. He/she is responsible for the administration of the unit/activity safety program in close coordination with the Installation Safety Manager. Further, he/she will:

(1) Become familiar with Department of Defense (DOD) requirements, principles of accident prevention, Army safety regulations and occupational safety and health standards.

(2) Periodically inform the unit commander/activity chief on the status of the safety program and recommend action to correct deficiencies.

(3) Ensure that each workplace and operation is inspected by the supervisor concerned at least once a month, and that results of safety inspections with corrective action taken are maintained in the unit/activity safety program files.

(4) Periodically review the unit/activity accident experience and analyze principal accident causes to seek countermeasures.

EANC-SA-S

SUBJECT: 34th Support Group Safety Program Standing Operating Procedures (SOP)

(5) Ensure that adequate safety practices are incorporated into all training programs and work procedures.

(6) Ensure that safety training is conducted for all personnel, including those newly assigned on the hazards that are associated with their job assignment. The training should also include the basic principles of accident prevention, individual safety responsibilities, seasonal safety requirements, and prevention of Carbon Monoxide (CO) poisoning, etc. Records of training will be maintained in the unit/activity safety program files.

(7) Provide prompt assistance in accident investigation, check completeness and accuracy of the accident report and evaluate adequacy of corrective actions taken.

(8) Maintain all safety reference publications listed in Appendix A and assure continuity in the unit/activity safety program.

l. The supervisor will assist the commander in the unit accident prevention program by requiring intelligent adherence to established safe operating procedures. Further he/she will:

(1) Orient new personnel, train workers on the safe practices and develop good working habits.

(2) Promote safety awareness among all subordinate workers while on duty.

(3) Enforce rules and regulations.

(4) Investigate accidents, identify cause factors, take corrective actions to remove causes, and submit the accident reports. The accident investigation should be initiated by the first line supervisor, and the completed accident report reviewed by the second line supervisor.

(5) Conduct safety inspections and initiate appropriate actions to correct or remove unsafe or unhealthful working conditions. The record of safety inspection with corrective actions taken will be maintained in the main office of the activity inspected.

(6) Conduct safety meetings to review accident experience and to discuss safety issues where needed.

m. Individuals: Accident prevention is the responsibility of each soldier and civilian employee in the Army, both while on duty and off duty. It is the responsibility of each individual to:

EANC-SA-S

SUBJECT: 34th Support Group Safety Program Standing Operating Procedures (SOP)

- (1) Comply with rules, regulations and standing operating procedures (SOPs).
- (2) Correct or report unsafe or unhealthy conditions.
- (3) Report all accidents and mishaps.
- (4) Use protective devices and personal protective clothing and equipment (PCE) without failure when needed.
- (5) Warn others of known hazards or of their failure to observe safety regulations, as appropriate.

**5. Accident Reporting Procedures:**

a. All accidents, injuries and occupational illnesses will be thoroughly investigated and reported on DA Form 285-AB-R, US Army Abbreviated Ground Accident Report (AGAR), within seven working days.

b. In case of a Class-A accident, which results in the loss of a life or permanent total disability of a person or a total loss of property which exceeds \$1,000,000, a telephonic notification of the accident must be made as promptly as possible to the Installation Safety Office (738-4643/5253). The initial telephonic report format will contain the following information, as a minimum:

- (1) Type of accident.
- (2) Unit/activity.
- (3) Persons involved (Name and rank).
- (4) Time and date of accident.
- (5) Location.
- (6) Type of equipment or vehicle involved.
- (7) Estimated cost of damage (ECOD).
- (8) Injuries.

EANC-SA-S

SUBJECT: 34th Support Group Safety Program Standing Operating Procedures (SOP)

(9) Narrative description of accident.

c. DA Form 285-AB-R (Jul 94) will be prepared and submitted to this headquarters, ATTN: EANC-SA-S, within seven (7) working days after the accident. The form will be used to report the following accidents:

(1) All Army motor vehicle accidents, regardless of causes and consequences.

(2) US Army military injuries resulting from both on and off-duty activities.

(3) Occupational injuries and illnesses involving Korean National employees (Direct hire and nonappropriated funds), Korean Augmentation to United States Army (KATUSA) soldiers, and Korea Service Corps (KSC) personnel. In this case, the report will be processed through safety channels.

(4) Other type accidents which result in loss of property, including fires.

d. CA Form-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) or CA Form 2 (Federal Employee's Notice of Occupational Disease and Claim for Compensation) will be used to report occupational injuries or illnesses involving DA civilians through the local civilian personnel advisory center (CPAC) channels.

e. EA Forms 202EK through 206EK, listed below, will be used to report occupational injuries or illnesses involving Korean National direct hire and nonappropriated fund employees or Korea Service Corps (KSC) personnel through the local CPAC channels.

(1) EA Form 202EK (Korean Employee's Notice of Occupational Disease and Claim for Compensation).

(2) EA Form 203EK (Request/Authorization for Examination and/or Treatment).

(3) EA Form 204EK (Korean Employee's Notice of Traumatic Injury and Claim for Pay/Compensation).

(4) EA Form 205EK (Claim for Compensation by Widow, Widower and/or Children).

(5) EA Form 206EK (Official Supervisor's Report of Death).

6. **Summary of Accident Exposure, DA Form 2398:** This report will be submitted to the Installation Safety Office no later than 7th working day of each month.

EANC-SA-S

SUBJECT: 34th Support Group Safety Program Standing Operating Procedures (SOP)

**7. Occupational Safety and Health Advisory Council Meeting:**

a. An Occupational Safety and Health Advisory (OSHA) council will be established, and will meet monthly to review accident causes, develop countermeasures, exchange safety and health information and discuss safety problems.

b. Membership will consist of the Deputy Commander (chairman), Safety Manager (Secretary/Recorder), DPW, PMO, unit commanders and activity chiefs or their safety representatives. Members will be required to attend the meeting. Safety representatives of other tenant organizations will be encouraged or invited to attend.

**8. Safety Awards Program:**

a. Unit commanders and activity chiefs may present DA Forms 1119 and DA Form 1119-1, United States Army Safety Award, to individuals for outstanding accomplishments in the area of accident prevention in accordance with (IAW) AR 672-74 with Eighth United States Army (EUSA) and 19th TAACOM supplements.

b. Commander, 34th Support Group, may award a United States Army Certificate of Merit for Safety (DA Form 1118) or plaque to the unit or activity achieving the best safety record for the Fiscal Year.

**9. Personal Protective Clothing and Equipment:**

a. Each hazardous work area will be clearly marked to indicate work hazards or health risks involved. Also, the requirement for use of Protective Clothing and Equipment (PCE) must be clearly marked at the worksite where needed.

b. Supervisors and Contracting Officer Representatives (COR) will assure that personnel involved in hazardous operations are provided with appropriate PCE to protect all workers exposed to the hazard, including contractor personnel.

c. Periodic inspections will be conducted to ensure that proper type of PCE has been provided and is used without failure where needed. PCE must be maintained in a sanitary condition at all times.

**10. Hazard Communication Program:**

a. The Hazard Communication (HAZCOM) Program is an ongoing requirement for all units and activities involved in storing, handling or using hazardous chemicals to fully implement as required by references 1 above. The types of hazardous chemicals are listed in Appendix I.

b. To protect all workers and provide a safe environment, unit commanders and activity chiefs will comply with the following requirements:

(1) Labels (including warning labels):

(a) All containers of hazardous chemicals in Army work areas will bear adequate hazard warning labels. Chemicals that have been recontainerized must be relabeled to indicate correct information.

(b) Items received with commercial labels, meeting the hazard communication standard requirements, should not be relabeled. Locally procured chemicals with warning labels will be acceptable provided all standard requirements are met.

(c) Warning information, whether provided by the manufacturer or locally produced, will not be defaced or removed from the container of hazardous chemicals.

(2) Material Safety Data Sheet (MSDS): An MSDS provided through the supply channels by the manufacturer for each hazardous chemical must be made available at each work area for employees to review when necessary.

(3) HAZCOM Training Program:

(a) All personnel occupationally exposed to hazardous chemicals must be trained. They must be made fully aware of the safety related information to ensure that chemicals are handled, stored, used or disposed of IAW specified MSDS, SOP or regulation.

(b) Training requirements and priority will be determined by the seriousness of the threat, likelihood of exposure and frequency of use. The training must include the following:

(1) Types of operations and hazardous chemicals used in the workplace and the meaning of the warning labels.

(2) The contents of the written HAZCOM program and MSDS, and how to obtain and use chemical hazard information contained in the MSDS when necessary.



EANC-SA-S

SUBJECT: 34th Support Group Safety Program Standing Operating Procedures (SOP)

(3) Managerial or supervisory action taken to recognize and evaluate work area chemical exposures and countermeasures taken to protect employees against the potential hazards prevailing in the work area.

(4) Protective measures to be taken which include administrative and engineering controls, safe work practice guidelines, protective clothing and equipment.

(5) Emergency response, evacuation and notification procedures.

(c) The record of training will be prepared for each employee on DD Form 1556 and incorporated as a permanent part of the official personnel folder. The following statement along with the course title will be entered in Block 16 of the form:

**“DO NOT DESTROY. RETAIN THIS RECORD FOR A DURATION  
OF EMPLOYMENT (OR ENLISTMENT) PLUS 30 YEARS”**

(4) Hazardous Chemical Inventory:

(a) All workplaces will be inspected and evaluated frequently to determine hazardous chemicals and materials in use or stored.

(b) An inventory of hazardous chemicals will be conducted at least annually. The record of inventory containing the following information will be maintained on file. A format of the inventory is attached at Appendix K.

(1) Worksite (where hazardous chemicals are stored or used).

(2) Stock number and/or nomenclature of chemicals.

(3) Quantity and unit of issue.

(4) Availability of MSDS's.

(5) Status of employee HAZCOM training.

(6) Labeling of the chemical containers.

EANC-SA-S

SUBJECT: 34th Support Group Safety Program Standing Operating Procedures (SOP)

c. Unit commanders and activity chiefs will review the HAZCOM program frequently to ensure that all requirements specified in paragraph 3 above are fully complied with. Every effort must consistently be made to prevent occupational injuries or illnesses which might result from accidental contact with hazardous chemicals.

d. Copies of the HAZCOM program, MSDS's and hazardous chemical inventories will be available to employees for review when necessary. Tenant units and contractors may operate under this program is necessary.

11. **Reference:** Required safety related publications are listed in Appendix A.

Encl

Appendix A - Safety References



STEVE T. WILBERGER

COL, QM

Commanding

DISTRIBUTION:

"C"

APPENDIX A  
SAFETY REFERENCES

<u>Army Regulations</u>	<u>Date</u>	<u>Title</u>	<u>EA Suppl</u>
AR 385-9	1 Apr 88	Requirements for Military Lasers	
AR 385-10	29 Feb 00	Army Safety Program	
AR 385-15	15 Oct 79	Water Safety	29 Mar 82
AR 385-30	15 Oct 83	Safety Color Code Markings and Signs	
AR 385-40	1 Nov 94	Accident Reporting and Records	11 Aug 95
AR 385-55	12 Mar 87	Prevention of Motor Vehicle Accidents	21 Mar 88 Chg 1
AR 385-63	15 Oct 83	Policies and Procedures for Firing Ammunition for Training, Target Practice, and Combat	25 Aug 86
AR 385-64	28 Nov 97	Ammunition and Explosives Safety Standards	
AR 40-5	15 Oct 90	Preventive Medicine	13 Sep 91
AR 420-90	10 Sep 97	Fire and Emergency Services	
AR 600-55	31 Dec 93	Motor Vehicle Driver and Equipment Operator Selection, Training, Testing, and Licensing	13 Sep 94
AR 672-74	28 Apr 95	Army Accident Prevention Awards Program	
EUSA PAM 420-1	23 Aug 93	EUSA Fire Prevention and Protection Program	
DA PAM 385-1	22 Sep 93	Unit Safety Management	